RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
1/11

FIG. 1

100

RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
2/11

S/N : 10/083,170
Art Unit : 2161

FIG. 2

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<-- Web-Enabled A

e-AMT

Capital Requests a
- Home/News
- Requests
- Reporting
- Profile
- Help

Asset Managemen
- Home/News
- Search Asse
  - My Asset
  - Assets fo
  - Assets or
  - Advanced
- Respond to
- Work with a
  - Me as Ov
  - Me as De
  - Me as Or
- Verify asset
  - My asset
  - My emplc
  - Add asset(s
- Delegation
- My Delegate
- People for W
- Reporting
- Help

Asset Management > Assets > Transfer > Choices

Transfer and Disposal choices:

○ In
○ Out
   ○ To Employee
   ○ To Warehouse/Disposal Coordinator
◉ Dispose
   ○ Scrap
   ○ Loss
   ○ Donation
   ○ Export to
   ○ Sale to Employee
   ○ Sale to 3rd Party
   ○ Return to WIP
   ○ Trade in

[Next]

| Update | Transfer/Dispose | Verify as Found | Verify as NOT Found |

Screen: Dispose

RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
3/11

S/N : 10/083,170
Art Unit : 2161

FIG. 3

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<-- Web-Enabled App

e-AMT

Capital Requests and
- Home/News
- Requests
- Reporting
- Profile
- Help

Asset Management
- Home/News
- Search Assets
  My Assets
  Assets for w
  Assets on S
  Advanced
- Respond to Ass
  Work with asse
  Me as Owne
  Me as Dele
  Me as Origir
  Verify assets ir
  My assets
  My employer
  Add asset(s) to
- Delegation
  My Delegates
  People for Who
- Reporting
- Help

Asset Management > Assets > Dispose > Donation

*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
xxxx-xxxxxxx	xxxxxxxx	xxxxxxxxxx	xxxxxxxxxx	∨
				∨
				∨

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

| Submit | | <<Cancel | | Reset Fields |

Screen: Donation

RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
4/11

S/N : 10/083,170
Art Unit : 2161

FIG. 4

POWERED ON/LOGOUT

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<-- Web-Enabled App

e-AMT

Capital Requests and
- Home/News
  - Requests
  - Reporting
  - Profile
  - Help

Asset Management
- Home/News
- Search Assets
  - My Assets
  - Assets for w
  - Assets on S
  - Advanced
- Respond to Ass
  - Work with asse
  - Me as Owne
  - Me as Deleg
  - Me as Origin
  - Verify assets ir
  - My assets
  - My employee
  - Add asset(s) to
- Delegation
  - My Delegates
  - People for Who
- Reporting
- Help

Asset Management > Assets > Dispose > Export to

*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	*Hazardous Materials?
xxxx-xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxxxxx	NO
				NO
				NO

* Export To Country

ICA#

Amount Billed

Case #

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

| Submit | | <<Cancel | Reset Fields |

Screen: Export to

RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
5/11

S/N : 10/083,170
Art Unit : 2161

FIG. 5

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<-- Web-Enabled App

e-AMT

Capital Requests and
- Home/News
- Requests
- Reporting
- Profile
- Help

Asset Management
- Home/News
- Search Assets
  My Assets
  Assets for w
  Assets on S
  Advanced
- Respond to As
  Work with asse
  Me as Owne
  Me as Dele
  Me as Origir
  Verify assets i
  My assets
  My employe
  Add asset(s) to
- Delegation
  My Delegates
  People for Who
- Reporting
- Help

Asset Management > Assets > Dispose > Loss

*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged
xxxx-xxxxxxx	xxxxxxxx	xxxxxxxxx	xxxxxxxxx

* Was the appropriate security team notified of the loss?   [▽]

Security Incident Report #   [_____]

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

[Submit]   [<<Cancel]   [Reset Fields]

Screen: Loss

RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
6/11

S/N : 10/083,170
Art Unit : 2161

FIG. 6

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Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<-- Web-Enabled App

e-AMT

Capital Requests and
- Home/News
- Requests
- Reporting
- Profile
- Help

Asset Management
- Home/News
- Search Assets
  My Assets
  Assets for w
  Assets on S
  Advanced
- Respond to Ass
  Work with asse
  Me as Owne
  Me as Deleg
  Me as Origin
  Verify assets ir
  My assets
  My employe
  Add asset(s) to
- Delegation
- My Delegates
- People for Who
- Reporting
- Help

Asset Management > Assets > Dispose > Return to WIP

*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
xxxx-xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxxxxx	NO ▽
				NO ▽
				NO ▽

* WIP Project #
* WIP SubProject #
* WIP Account #

If you need assistance regarding these fields, please contact your local accounting office.

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit   <<Cancel   Reset Fields

Screen: Return to WIP

RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
7/11

S/N : 10/083,170
Art Unit : 2161

FIG. 7

COMPAQ DEVEGUUT

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<-- Web-Enabled App

e-AMT

Capital Requests and
- Home/News
  - Requests
  - Reporting
  - Profile
  - Help

Asset Management
- Home/News
- Search Assets
  - My Assets
    - Assets for w
    - Assets on S
    - Advanced
- Respond to Ass
  - Work with asse
    - Me as Owne
    - Me as Deleg
    - Me as Origir
  - Verify assets in
    - My assets
    - My employe
    - Add asset(s) to
- Delegation
- My Delegates
- People for Who
- Reporting
- Help

Asset Management > Assets > Dispose > Sale to Employee

*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
xxxx-xxxxxxx	xxxxxxxx	xxxxxxxxx	xxxxxxxxx	NO ∨
				NO ∨
				NO ∨

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

| Submit | | <<Cancel | | Reset Fields |

Screen: Sale to Employee

RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
8/11

S/N : 10/083,170
Art Unit : 2161

FIG. 8

ibm.com "e-business"

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<-- Web-Enabled App

e-AMT

Capital Requests and
• Home/News
• Requests
• Reporting
• Profile
• Help

Asset Management
• Home/News
• Search Assets
  My Assets
  Assets for W
  Assets on S
  Advanced
• Respond to Ass
  Work with asse
  Me as Owne
  Me as Dele
  Me as Origin
  Verify assets ir
  My assets
  My employe
  Add asset(s) to
• Delegation
• My Delegates
• People for Whc
• Reporting
• Help

Asset Management > Assets > Dispose > Sale to 3rd Party

*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?
xxxx-xxxxxxx	xxxxxxxx	xxxxxxxxx	xxxxxxxxx	NO
				NO ∨
				NO ∨

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

Submit   <<Cancel   Reset Fields

Screen: Sale to 3rd Party

RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
9/11

S/N : 10/083,170
Art Unit : 2161

FIG. 9

EDIT ESC OK ESC OK

Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<- Web-Enabled App

e-AMT

Capital Requests and
- Home/News
- Requests
- Reporting
- Profile
- Help

Asset Management
- Home/News
- Search Assets
  - My Assets
  - Assets for w
  - Assets on S
  - Advanced
- Respond to Ass
  - Work with asse
  - Me as Owne
  - Me as Deleg
  - Me as Origir
  - Verify assets ir
  - My assets
  - My employer
  - Add asset(s) to
- Delegation
- My Delegates
- People for Who
- Reporting
- Help

Asset Management > Assets > Dispose > Scrap

*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?	*Condition
xxxx-xxxxxxx	xxxxxxx	xxxxxxxxxx	xxxxxxxxxx	NO ∨	∨
				NO ∨	∨
				NO ∨	∨

∨

*All assets identified with Condition "3" must have been advertised for 30 days prior to disposal. Have these assets been advertised for 30 days?

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.

[Submit]   [<<Cancel]   [Reset Fields]

Screen: Scrap

RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
10/11

FIG. 10

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Standard Page Banner

Finance Portal>Web-enabled Applications >e-Asset Management Tool (e-AMT)

<-- Web-Enabled App

e-AMT

Capital Requests and
• Home/News
  • Requests
  • Reporting
  • Profile
  • Help

Asset Management
• Home/News
  • Search Assets
    My Assets
    Assets for w
    Assets on S
    Advanced
  • Respond to As
    Work with asse
    Me as Owne
    Me as Dele
    Me as Origi
    Verify assets i
    My assets
    My employe
    Add asset(s) t
  • Delegation
    My Delegates
    People for Wh
  • Reporting
  • Help

Asset Management > Assets > Dispose > Trade In

*Required Fields

Machine Type - Serial #	Owner Serial #	Dept Using	Dept Charged	Hazardous Materials?	
xxxx-xxxxxxx	xxxxxxxx	xxxxxxxxx	xxxxxxxxx	NO	∨
				NO	∨
				NO	∨

* WIP Project #
* WIP SubProject #
* WIP Account #

If you need assistance regarding these fields, please contact your local accounting office.

* Provide justification for disposal. The justification provided applies to all assets identified in the listing above.
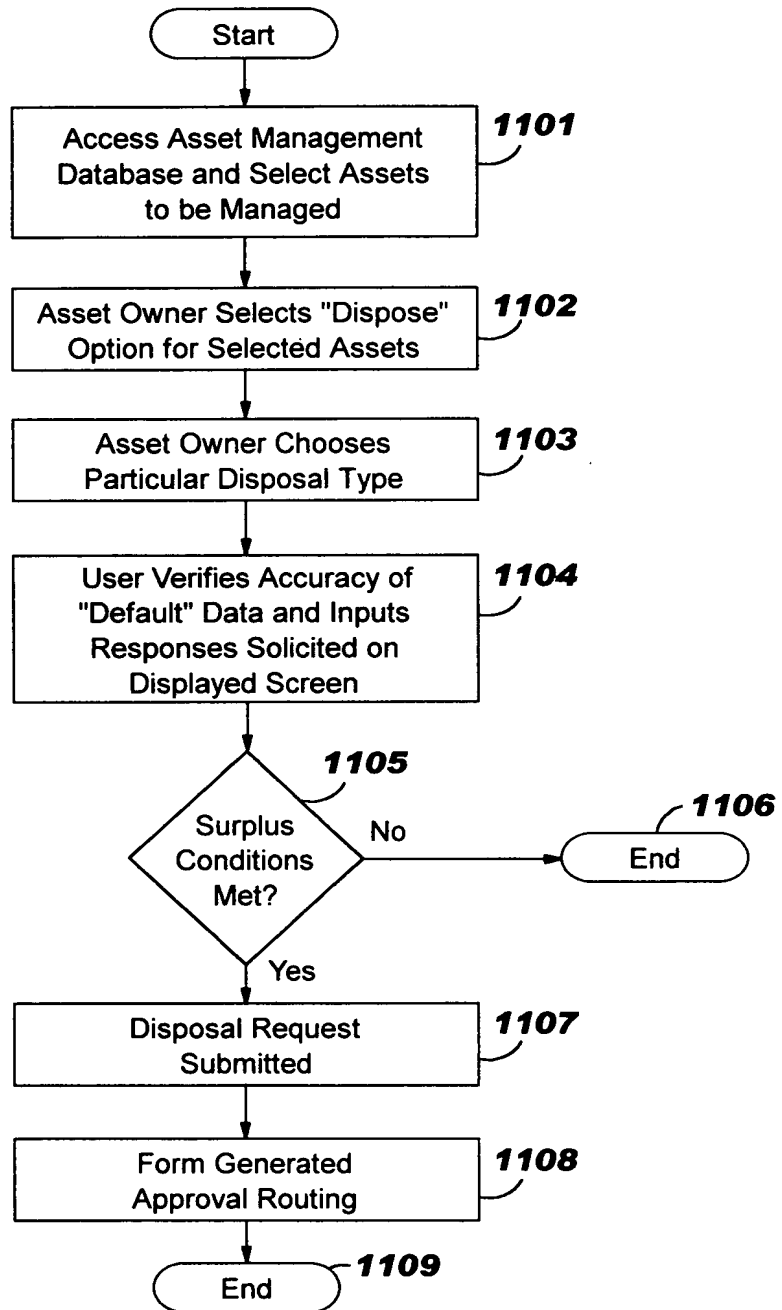
Submit   <<Cancel   Reset Fields

Screen: Trade In

RSW920010215US1
Method, System and Graphic User Interface for Automated Asset Management
Vincent Formale, et al.
11/11

S/N : 10/083,170
Art Unit : 2161

FIG. 11

```
                    ┌──────────────┐
                    │    Start     │
                    └──────┬───────┘
                           │
            ┌──────────────▼──────────────┐
            │   Access Asset Management    │   1101
            │   Database and Select Assets │
            │        to be Managed         │
            └──────────────┬───────────────┘
                           │
            ┌──────────────▼──────────────┐
            │  Asset Owner Selects "Dispose"│  1102
            │   Option for Selected Assets  │
            └──────────────┬───────────────┘
                           │
            ┌──────────────▼──────────────┐
            │     Asset Owner Chooses      │   1103
            │   Particular Disposal Type   │
            └──────────────┬───────────────┘
                           │
            ┌──────────────▼──────────────┐
            │  User Verifies Accuracy of   │   1104
            │   "Default" Data and Inputs  │
            │    Responses Solicited on    │
            │       Displayed Screen       │
            └──────────────┬───────────────┘
                           │
                        1105
                        ╱╲
                      ╱    ╲
                    ╱ Surplus ╲   No      ┌──────────┐  1106
                   ╱Conditions ╲─────────▶│   End    │
                    ╲  Met?   ╱            └──────────┘
                      ╲    ╱
                        ╲╱
                         │ Yes
            ┌──────────────▼──────────────┐
            │     Disposal Request         │   1107
            │        Submitted             │
            └──────────────┬───────────────┘
                           │
            ┌──────────────▼──────────────┐
            │      Form Generated          │   1108
            │     Approval Routing         │
            └──────────────┬───────────────┘
                           │
                    ┌──────▼───────┐
                    │    End       │  1109
                    └──────────────┘
```